

VIKING UNION

EVENT TECHNICAL SUPERVISOR (*Events Services*)

The Event Technical Supervisor is a resource person for all events requiring the use of Viking Union sound, lighting or video systems. The Event Technical Supervisor will coordinate appropriate event personnel and system operation as requested by the Event Services Manager. The Event Technical Supervisor, with advisement from the Event Services Manager, will manage the training of Event Technical Crew members.

PREREQUISITES:

The scheduling and coordination of equipment and personnel will require a familiarity with sound, lighting and video systems. A strong background in two of the three areas of coordination is essential, as is knowledge of the Viking Union systems.

RESPONSIBILITIES:

1. Maintain a work schedule as assigned by the Event Services Manager.
2. Schedule personnel as necessary for events.
3. Supervise Event Technical Crew in an effective manner, emphasizing a courteous and helpful attitude toward the customer.
4. Be aware of systems' status and arrange maintenance of equipment with the Media Engineer.
5. Hire, train and supervise the Event Technical Support Crew.
6. Validate and complete Event Technical Crews' time sheets and coordinate necessary maintenance with the Media Engineer and the Event Services Manager.
7. Advise operations personnel and potential system users of appropriate equipment for any given situation.
8. Perform or arrange maintenance and keep inventory of technical equipment.
9. Set-up and operate Viking Union sound, lighting and video systems, as necessary.
10. Perform other duties as assigned.

REPORTS TO: Event Services Manager

WORK TIME: An average of 10 hours per week of office coordination, in addition to necessary maintenance and event work. A regular office schedule and weekly Production Meeting to be set up with the Event Services Manager.

SALARY LEVEL: \$9.50 per hour

APPLICATION PROCEDURE: See "Hiring Procedures"